

# Handbook for a New Military Spouse

1-81 AR BN



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# A Warm Welcome to the New Military Spouse!

Congratulations on becoming a military spouse. We hope this handbook will make it easier for you to integrate into the larger Military Family. Life with the military will bring many changes and challenges, but with a smile and a positive attitude, it can be the adventure of a lifetime.



This handbook covers general information concerning the military. After you arrive at your first military duty location, you and your Soldier should acquaint yourselves with the area and the post/base facilities. You are also encouraged to attend a newcomers' briefing or orientation. Each post/base has its own way of welcoming newcomers. The facilities and services that are available will vary depending on the size of the post/base.



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## First Things First

The most important and very first thing you should do is ensure your Soldier has you enrolled in the Defense Enrollment Eligibility Reporting System, or DEERS. This is the system the military uses to ensure only authorized persons receive treatment at its facilities. Your Soldier must enroll you at a uniformed services personnel office. You can find the nearest uniformed services personnel office by following this link: <http://www.dmdc.osd.mil/rs/>. In order to be enrolled you will be asked to provide important documents for all dependants and children, such as: marriage license, birth certificates, and social security cards.

As a new military spouse, you will need a military Identification Card (ID card). Your military ID card is necessary in order to gain access to the valuable services your Soldier's service entitles you to. This ID card will enable you to use The Exchange (sometimes referred to as the PX), the Commissary, and to receive medical care. ID cards are issued to all Family members who are 10 years or older. Due to its importance, you should always carry your ID card with you and guard it carefully. If the ID card is lost, the loss must be reported to the Military Police as soon as possible. To obtain your ID card, you will need the original or certified copy of both your marriage and birth certificates. You will also need your original Social Security card and a government issued photo ID. The Service Member MUST accompany the Family member in order to authorize the issuance of the military ID card.

Also, we will list out many of the services and benefits provided to military dependants throughout this pamphlet. However, a great source for information and an excellent tool to be able to access is the Army One Source webpage. This web page can direct you to a solution for just about any issue that you may come across. You can access Army One Source at the following link: <http://www.myarmyonesource.com/default.aspx>

## SERVICES

### Army Community Service

Army Community Service (ACS) is a Soldier and Family support center that is usually centrally located on the post. Larger posts may even have satellite locations positioned closer to military Family housing. ACS provides Army Families with information, guidance, assistance, or problem solving in personal or Family matters that are beyond the Family's own resources. Many ACS facilities offer fax and photocopy services as well. All services provided by ACS are free of charge to ID cardholders. Some of the programs run by ACS include, but are not limited to:



- **Army Emergency Relief Program (AER)** provides financial assistance in the form of 0% interest loans and grants to active duty and retired Army personnel and their Families in times of distress. AER services are also available to activated Guard and Reserve Soldiers and their Families, as well as, Survivors.
- **Army Family Action Plan (AFAP)** is an Army-wide initiative to identify issues of concern to improve the overall Quality of Life for Soldiers and their Families. This process is used to identify the most critical well-being issues facing the Army today and provide suggestions about how things can be improved. Senior Army leadership places a great deal of emphasis on issues raised through the AFAP process and work to ensure that, wherever possible, they are resolved.
- **Army Family Team Building (AFTB)** provides three levels of training: “Army 101” type classes for the new Army Family member, as well as, personal and professional development. Classes may be delivered in a classroom setting or accessed online. Topics covered include: acronyms, rank structure, time and stress management, Department of Defense structure and Family Readiness Groups (FRGs) to name a few. All new military spouses are encouraged to take these classes in order to gain a better understanding of the military lifestyle. Soldiers are encouraged to take the classes as well.
- **Army Volunteer Corps (AVC)** provides placement opportunities for volunteers based on interest and agency needs. AVC assists organizations with volunteer recruitment, training and guidance for volunteer recognition. Volunteering is a great way to make friends, discover more about your new area and to gain valuable work experience. Although volunteer jobs do not offer pay, they do offer a wealth of skills, training, experience and networking opportunities.
- **Employment Readiness Program (ERP)** assists Active duty military, DA civilian employees, spouses, retirees, surviving spouses, and Family members with identifying immediate and long range career goals while teaching the client how to write a successful resume. ERP can provide training and assistance with writing both Federal and a civilian resumes, two completely different types of documents. Classes on networking, professional dress and mock interviews are also offered.
- **Exceptional Family Member Program (EFMP)** is a mandatory enrollment program for Soldiers and their Family members that are identified with special needs. The EFMP works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, personnel, and respite care services to Families with special needs members. For those military Families with identified special needs members, the EFMP can be an invaluable tool.
- **Family Advocacy Program (FAP)** supports Army Soldier readiness by enhancing Family self-sufficiency, community cohesion, safety, and personal preparedness. The goal of FAP is to prevent Family violence by providing a variety of services designed to strengthen Army Families. Family Advocacy may offer educational classes and other learning experiences on topics such as Stress & Anger

Management or Coping Skills to name a few.

- **Financial Readiness Program (FRP)** strives to create informed consumers by offering consumer education classes and individual budgeting counseling. FRP focuses on improving a military Family's financial status and consumer knowledge. FRP can assist with setting up a budget, reducing/eliminating credit card debt and balancing bank statements among other services.
- **Information, Referral & Follow Up Program (I&R)** provides information about Army Community Service (ACS) programs as well as numerous installation and community resources. I&R offers information counseling to determine customer needs and then refers them to the appropriate ACS program or other resources. I&R may follow-up after the referral to ensure that the client received the assistance, information or quality services they expected. I&R also prepares and maintains a comprehensive Information and Resource databank to assist with your integration into your new community. I&R should be your first stop upon arriving at your new duty station.
- **Mobilization & Deployment Readiness Program (Mob/Dep)** helps to better prepare Soldiers and Families for pending deployment. Deployment can be a highly emotional and stressful event. Mob/Dep helps educate the Soldier and Family member on what to expect and the best ways to prepare for all three stages of the deployment cycle...Pre-deployment, Deployment, and Reintegration. Mob/Dep educates, trains and prepares FRGs to be combat multipliers in support of the commander and unit.
- **New Parent Support Program (NPSP)** was developed to help military Families with young children to adapt to parenthood and to thrive as healthy Families no matter where their service may take them. The first three years of life are critical in a child's physical, emotional, and intellectual development. Military life presents some unique parenting challenges that civilian Families may not face, such as frequent deployments, long duty hours, moves to unfamiliar locations, and separation from extended Families and friends. This program is a "must" for all new parents.
- **Outreach Services** provides programs to foster a sense of belonging to the military community, to promote positive attitudes toward military life and enhance retention and readiness. This is done by linking Family support programs to Soldiers and Family members and encouraging utilization of on and off post services. The result will be to reduce isolation, stress and frustration frequently experienced by young military Families.
- **Relocation Readiness Program (RRP)** provides information and resources for today's mobile Army Family. RRP provides information, guidance and assistance to Soldiers and their Families during, before and after moves. Welcome Packets, classes for foreign born spouses, assistance during emergencies, and the lending closet are a few of the services offered. New Soldiers and Family

members are encouraged to attend classes offering instruction on how to prepare for moves to include instruction on how to pack up your household goods, how to prepare your children for frequent moves and how to keep up with your student's educational records and transcripts.

- **Soldier and Family Assistance Center (SFAC)** assists Soldiers and Commanders in identifying and resolving emerging health related, personal, and social issues affecting wounded Soldiers, civilians, and their Families, as well as supports the Warriors in Transition (WT) community through the development, coordination, and provision of varied services designed to address complex physical, personal, Family, social, and economic needs.
- **Survivor Outreach Services (SOS)** is an Army program developed to serve Surviving Families of the Fallen. SOS provides long-term support, resources and emotional connections by maintaining a continual relationship between Survivors and the Army. SOS is available to all Survivors: spouses, children, parents, siblings and friends who are grieving the loss of a Soldier regardless of how they died. SOS coordinates with Military, Non-Governmental Organizations and the local community to create a support network. All Army, Army National Guard and Army Reserve component Survivors are eligible to participate.
- **Victim's Advocacy Program** provides immediate response for victims of domestic violence and/or sexual assault. Information and referral on services available on and off post are provided to victims and survivors. If you or someone you know is or has experienced domestic violence or sexual assault, contact your local ACS or Military OneSource at 1-800-342-9647 for assistance. Additional information regarding the Army Sexual Harassment and Response Policy (SHARP) can be found at the following website:  
<http://www.preventsexualassault.army.mil/>

It is important to note that the Army SHARP program extends to all spouses and dependants as well as the Soldier. There are several ways to report sexual harassment or assault through the SHARP program (restricted and unrestricted, primarily), and information on all can be found at the website.

For immediate support regarding sexual assault or sexual harassment call 1-877-995-5247 or text a location or zip code to 55-247 (within CONUS) or 202-470-5546 (OCONUS) or online chat with a counselor at [www.SafeHelpline.org](http://www.SafeHelpline.org) 24 hours a day.

## **American Red Cross (ARC)**

The ARC provides rapid communication and reporting of personal and Family emergencies, financial assistance for emergency leave and disaster assistance. Many volunteer opportunities are available through the ARC. Red Cross volunteers work in libraries, schools and hospital clinics as nurses, social workers and instructors. Red Cross courses are available to both service members and Family members.

## **Child, Youth & School Services (CYSS)**

Child Development Services consist of a network of programs which provide quality care for children of military personnel and eligible DOD civilian personnel. The programs are designed to provide a safe, healthy and stimulating environment while providing developmental activities. Full time and hourly care may be offered depending on the facilities and staffing of your new location. CYSS also coordinates and manages all of the on-post children's recreational sports. Fort Benning currently offers soccer, baseball, basketball, football, cheerleading, wrestling and more. Once you find out your Soldiers duty station, follow the link on the Post's main website to the CYSS page to see what sports will be available for your children! CYSS also offers fun and educational classes for children ranging from drivers education and dance to cooking and music! The most important thing to do to prepare your children to be eligible for these great benefits is to **register** them. You can get more information on registering your children to a particular garrison at the following link to the Army CYSS main page: <http://www.armymwr.com/family/childand youth/>

## **Staff Judge Advocate General (JAG)**

This office offers free legal assistance to ID card holders on topics such as powers of attorney, wills, trusts, estates, taxes, adoptions and name changes. The JAG office also has a Criminal Law Division which deals with military justice and a Claims Division. One thing that you and your spouse should seriously consider is setting up a power of attorney. Powers of attorney can be established for a myriad of things, ranging from giving one spouse the ability to register a vehicle in the others name all the way to purchasing a house in their name. The power of attorney gives legal authority for one spouse to conduct legitimate business on the other's behalf. The post legal office will be able to provide you more detailed information regarding each state's view of powers of attorney and what they are required for.

## **Medical Services**

The Military Health System provides medical care via military treatment facilities (MTF) located on military bases and in regional TRICARE Networks of civilian providers. Every MTF offers information and assistance through the Patient Advocate and the Beneficiary Counseling and Assistance Coordinator (BCAC). The Patient Advocate helps the beneficiary resolve problems or issues that arise at the MTF. The BCAC answers questions about the TRICARE medical benefit and assists with problems that arise when civilian healthcare is used. Both provide accurate information on how to access military or civilian health care.

Upon receiving a military ID card, spouses are automatically entitled to TRICARE Standard with medical coverage retroactive to the marriage date entered in DEERS. This fee-for-service plan allows the non-Active Duty beneficiary to direct his/her own health care, but it also brings expensive deductibles and cost shares when TRICARE-authorized civilian providers are used. Active Duty Family members can choose to enroll in the HMO plans called TRICARE Prime or TRICARE Prime Remote. An enrollment form must be submitted to the regional managed care support contractor and a Primary Care Manager (PCM) is assigned. The PCM directs all health care via referrals and authorizations and the beneficiary generally uses TRICARE Network providers; there is no cost for most authorized civilian medical services. The most comprehensive source for MTF or TRICARE information is the TRICARE Management Activity site at <http://www.tricare.mil/>.

Once you are successfully enrolled into DEERS, you may enroll yourself and your children into TRICARE using the Beneficiary Web Enrollment at [www.tricare.mil](http://www.tricare.mil/).

Using the following link to the TRICARE Plan Finder page you can compare the different types of plans based on your needs and determine which option is best for you and your family: <http://www.tricare.mil/Welcome/PlanFinder.aspx>

## **Dental Services**

For a low monthly payroll deduction, the sponsor purchases Family dental coverage through the TRICARE Dental Program. Coverage begins the month after the first deduction appears on the leave and earnings statement. However, calling United Concordia (current administrator) to verify coverage before getting dental care is strongly advised. For more information visit: <http://www.tricaredentalprogram.com/tdptws/home.jsp>

By law, military dental facilities are authorized to treat Active Duty Service Members only. The military health benefit is very complex and beneficiaries can avoid mistakes that can cost thousands of dollars by using the resources mentioned above to verify coverage and benefits.

## **Veterinary Clinic**

Some military installations offer a Veterinary Clinic which provides preventive veterinary services such as immunizations and health certificates. Animals owned by those residing on post must be micro-chipped and registered with the post veterinarian in order to legally reside in on-post housing. Many installations have policies on how many, what type and which breeds of animals you may have while living in on-post quarters. It is always a good idea to check with the Housing Services Office of a post prior to moving with any pets in order to verify requirements and limitations.

## **Chapels**

Posts may or may not have chapels/churches on post. If there are chapels on post they may offer Protestant, Catholic, Jewish or other religious services, Sunday Schools, Bible studies and various Family religious education classes. If there are no religious services to your liking available on post, venture out into the local community and get to know your neighbors.

## **Civilian Personnel Assistance Center (CPAC)**

This office handles employment information and opportunities concerning civil service jobs.

<h2><b>Education Center</b></h2>
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Some posts may have an Education Center. The Ed Center provides the military community with quality educational opportunities. Some colleges offer classes online and occasionally on site. The Ed Center is not designed to take the place of a fully accredited college but, it can get you started. Be sure to check into the educational benefits that may be available to you such as myCAA and the GI Bill. A global list of education centers can be found at:

[http://www.goarmyed.com/public/public\\_goarmyed-education\\_centers.aspx](http://www.goarmyed.com/public/public_goarmyed-education_centers.aspx)

## **Shopping Facilities**

### **Commissary**

The commissary provides high quality grocery products at the lowest possible prices. Items are sold at cost, with only a 5% surcharge added. The surcharge is used for commissary supplies and operating expenses. In general, 30-35 percent can be saved by using the commissary over the local supermarkets. The commissary is a huge cost-saving benefit.

### **The Exchange**

The Exchange is the re-branded name for AAFES, the Army and Air Force department store sometimes referred to as the PX or BX. Other facilities that may be a part of The Exchange include: barber shop, beauty shop, flower shop, gas station, optical center, alteration and dry cleaning, class six (aka the liquor store), and theater. Many exchange complexes have concessions or vendors who are allowed to display and sell their wares and who pay a percentage of their sales to AAFES. The Clothing Sales store sells official items of military clothing and equipment to ID card holders.

## **Recreation**

### **Bowling**

Some posts offer a bowling center with a full line of modern equipment. Leagues and open bowling may be available. If your post has a bowling center, this is a great place to meet with friends, host social functions and enjoy some free time.

### **Library**

Depending on the size of your post, you may or may not have an on-post library. If you have a library, they may offer a wide array of materials such as books, magazines, newspapers, cassettes, compact discs, videos and software. Most libraries have a coin operated copy machine, children's materials, microfilm/fiche readers, computers and printers available for use by ID cardholders.

### **Leisure & Travel Services (LTS)**

LTS provides an extensive schedule of trips and mini vacations to local and regional attractions. Special interest tours may be arranged upon request. Other services include travel information on military recreation areas, Space A air travel and military travel lodging, as well as maps, brochures and train schedules for the local area.

### **Arts & Crafts**

Some posts may have an Arts & Crafts Center. Arts & Crafts offers equipment for a variety of projects such as framing, stained glass and photography to name a few. Trained staff is on hand to offer individual and group instruction. This is another great place to meet new friends, pick up a new hobby or skill and to host social functions.

### **Automotive Skills Center**

Automotive Skills Centers usually have facilities for automotive repairs and maintenance such as fluid changes, alignments and engine rebuilding. The Center may simply provide a space for you to do your own repairs/maintenance or they may perform these services for you for a fee. The Automotive Skills Center may even offer classes on routine vehicle maintenance and repair. Some centers also offer state motor vehicle inspections.

### **Fitness Center**

Most fitness centers feature fully equipped weight rooms and aerobic exercise programs. Some fitness centers at larger installations may offer basketball and racquetball courts, saunas, tennis courts and even pools. ID cardholders may utilize the fitness centers and sign up for classes. This is a great way to get out and make friends while keeping healthy.

### **Youth Services**

Youth Services provides a full range of social, cultural, instructional and athletic programs for youths 3-18 years old.

## **Family Readiness Groups**

There is often confusion among new Family members as to what Family Readiness Groups (FRGs) are. Very often they are confused with social groups for entertaining and while their activities frequently have a social aspect that is far from the truth. FRGs are actually official commander programs staffed and led by Family volunteers. Their goals include providing information on Army services, schedules and actions, assisting Families in access to these programs, providing Family input to the Command, and most importantly providing a venue where Army Families can develop new friends and informal support structures to replace those they left behind upon entering the service. Officially they are “organizations of Family members, volunteers, and Soldiers belonging to a unit that together provide an avenue of mutual support, assistance, and a network of communication....”

No matter what you hear about FRGs, good and bad, get linked up with yours. Each one is different and has different strengths and weaknesses, but you will find your Army experience richer and easier for your participation.

## **Deployments**

Deployments are a fact of military life. There is much written on coping with deployments and reunions. Read as much as you can get your hands on. Talk with as many people as you can that have been through at least one deployment. Talk with other spouses and talk with other Soldiers. Keep in mind that you can learn as much from what NOT to do as you can from what TO do. Crawl across the web and read and digest as many websites, blogs, tutorials and trainings as you can cram into any given day.

Once you have gathered as much information and data as you can stand, then you will want to overlay all of that information over your own unique circumstances and Family. That little plaque from grade school was right...you do put the U in unique. No one else has your exact life experiences, preferences and expectations. No one else is married to your spouse and no one else is living your marriage. It is up to you and your Soldier to figure out what your new normal is going to look like and how it is going to function best.

Once your Soldier is notified of an impending deployment, the two of you should immediately begin formulating a plan of attack. In depth discussions and long range planning will ensue. Serious questions need to be asked and answered.

- Who is going to pay the bills?



- Who is going to manage the bank accounts?
- Where will the spouse live while the Soldier is deployed?
- What will you do with the Soldier's vehicle?
- How will you communicate?
- What types of powers of attorney will you need while the Soldier is deployed?

Now, complicate things even further by throwing a child or two into the mix.

- Who will be the backup to the parent that remains at home if the need should arise?
- Where will the children go to school?
- How will the children communicate with the Soldier?
- How will you keep the Soldier updated on the progress of their child's development and achievements?
- How will you celebrate holidays with the Soldier away?

These and many more questions will need to be considered. Most units will offer training and preparation classes prior to deployment. You are strongly encouraged to participate at every level and to take advantage of every resource you are offered along the way. If your unit is not offering training, ask why. This is your unit and your

deployment as well. Be an engaged and productive element and you will benefit not just yourself but other spouses as well.

## **Military Customs, Traditions and Protocol**

Protocol can be a very imposing word. In the strict sense, it is the formal rules of conduct at high-level government ceremonies. For military spouses it can be defined as etiquette and good manners blended with the rich heritage of tradition and courtesies of military life. Protocol lets us know what to expect in a given situation and can help you feel more comfortable and at ease. Social functions run the gamut from black tie to blue jeans. With the knowledge of some general guidelines, you will be able to enjoy them all.

### **Social Obligations**

There are lots of social functions associated with military life. These social functions allow you a wonderful opportunity to get to know your Soldier's co-workers and their spouses on a more personal level. Military social life is one of our nicest traditions out of which friendships and camaraderie grow. Military social life is characterized by the exchange of visits, invitations and other courtesies. Remember to be yourself, to do what is comfortable for you and to keep it within your budget. In this way you will entertain because you enjoy it and will soon find yourself building lasting friendships.

### **To Go or Not to Go?**

Sometimes you may find a conflict of obligations and interests when it comes to deciding which functions to attend. Of course, your Family is your top priority. Usually your unit Hail and Farewells and spouses' coffees or Family Readiness Group functions will take precedence over other functions scheduled at the same time. These social occasions are great opportunities to get to know the people with whom your Soldier works and to discover new friendships. This leads to esprit de corps, or unit spirit, which is a very special military tradition. As part of his/her job as a professional Soldier, your spouse must be loyal to the unit and to its commander. Your Soldier will pull duty, go to the field and may someday be called upon to defend our Nation and our Allies. Your support of his/her career will be a great help in a tough job.

### **Invitations**

There are a variety of invitations to choose from depending on the mood of the party and the hostess – e-vites, informal notes, boxed invitations or handmade creations. An invitation will use only one of the following responses: RSVP or Regrets Only. We

cannot stress enough the need to respond to all invitations. Whether your response is a yes or a no, please be considerate and respond to your host/hostess and then follow through.

## Types of Responses

Most invitations indicate the type of response requested in a lower corner. *RSVP* is French (*rezpondez s'il vous plait*) which means "respond please". Call to say "Yes, I will attend" or "No, I will not be able to attend". *REGRETS ONLY* means the hostess is assuming you will attend and you should call your hostess when you are unable to attend. Never assume that you will not be missed. When you receive an invitation, remember your old-fashioned good manners and reply promptly, within forty-eight hours. Consider the waste of time and money if the hostess prepares food for twenty people and only eight guests show up. If, after receiving an invitation, you meet the hostess somewhere, you may refer to the party; however, do not RSVP at that meeting. You must still RSVP by phone, email or by written note. When you decline an invitation, an explanation is not required and should never be requested. Once you accept an invitation and an emergency arises, you may call the hostess and decline. However, once you decline an invitation, you should not reverse your response.

## Thank You

Thank-you notes for hospitality and courtesies received are a must and a sign of gracious manners. If your hostess is a close friend, a phone call is sufficient. A handwritten thank-you is appropriate for any occasion whether it is a meal, a gift received or simply a kind deed. Thank-you notes should be sent within five days.

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## What to Wear

There is always much discussion generated about what to wear to the many social functions you will undoubtedly be invited to. A good rule of thumb to follow is that no matter how friendly the workplace is or how chummy co-workers are, the Army and all of its various functions is STILL your spouse's place of work and business. Always maintain a professional image and manner of dress. Assume that your spouse's boss is checking you out because they are. There are technically only three forms of attire (**Formal, Informal and Casual**). However, you will see many things written on invitations in terms of dress codes. The following is a guide to help you decide WHAT to wear to a function.

### Formal

- Military Personnel:** Army Service Uniform (ASU)/bow tie (men) or neck tab (women)  
Army white uniform/bow tie (men) or neck tab (women)  
Army blue mess or white mess with bow tie (men) or neck tab (women)
- Civilians** a ball or dance: White or black tie (men); long or short formal (women)  
For a formal dinner: Tuxedo/bow tie (men); long dress, blouse and skirt, or evening slacks (women)

### Informal

- Military Personnel:** ASU with four-in-hand tie (men)/black neck tab (women); when not in uniform, dark-colored business suit preferred
- Civilians** Business suit (men); "Dressy" dress or suit (women)

### Casual

- Military Personnel:** May include the Class B uniform or Army Combat Uniform (ACU); Check with host/hostess
- Civilians** Open-neck shirt (no tie), slacks with sport coat or sweater (men)  
Simple dress, skirt and blouse, or pant suit (women)

## **Semi-Formal**

Although not an official category of dress, the host or hostess that uses this description most likely expects guests to wear a business suit (men) or a cocktail dress (women).

## **Very Casual**

This usually means jeans, shorts or sundresses. There is no military dress for this category.

## **Texas Casual, Beach Wear, etc.**

These types of categories are usually “defined” by local custom and policy. It would be best to ask the host or hostess if you are unsure.

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# **Social Functions**

## **Promotion Party**

The promotion party, a time-honored tradition, is usually given by an officer or NCO or a group of officers or NCOs with similar dates of rank, shortly after being promoted. It does not have to be a fancy affair but provides a chance to invite friends and their spouses to share the good fortune.

## **Unit Parties**

Although the unit is usually the host, unit members and guests share the cost and planning of the party. The most popular unit party is the Hail and Farewell which welcomes the incoming members and farewells the departing members. These parties build the unit spirit and camaraderie and are successful only if everyone supports and participates.

## **Dining In**

The Dining In is an old military tradition that has been passed down from the British. As the most formal event, a Dining In allows Officers and NCOs of a unit to celebrate its successes and to enjoy its traditions and heritage. It is strictly an Officer/NCO affair, no spouses are invited.

## **Dining Out**

When spouses are invited to a Dining In, it becomes a Dining Out. This gives the spouses an opportunity to see all the “pomp and circumstance” that goes with the tradition. The spouses will enjoy the opportunity to dress in their dressiest dinner gowns or tuxedos and spend a fun evening with their Soldier and his/her fellow Soldiers.

## **Receptions**

A reception is usually held in honor of a special guest or after a change of command. There may or may not be a receiving line. Guests mingle and visit with the other guests. Conversations are usually light and of short duration. When you wish to move on to greet other guests, a simple “Excuse me...” will do and then leave. Before departing, thank the hostess and host and bid good-bye to the guest of honor.

## Parades and Reviews

Certain traditions and courtesies should be observed during these ceremonies. Spectators stand for the playing of the national anthem and the anthems of other countries represented. As troops pass in review, spectators stand as the national colors approach and pass. Depending on post/base policy, spectators may be required to stand for the playing of other songs such as the Army Song.

A review is usually smaller than a parade. If the reviewing officer is a General Officer, the spectators will stand at the beginning of the ceremony for the playing of “Ruffles and Flourishes” and/or the sounding of the accompanying gun salute.

These events are an important part of the military. Parades can be held for many reasons, but the following are some of the most frequent:

- *Change of Command:* the outgoing commander officially passes the unit colors to his/her successor.
- *Presentation of awards and medals:* Soldiers are recognized and commended publicly for their achievements or valor in the outstanding performance of duty.
- *Retirement:* Every soldier who retires after 20 years or more of service is honored by a parade to give tribute to his/her years of loyal service.

## Reveille and Retreat

If you are on post in the morning for Reveille (flag being raised) or in the evening for Retreat (flag is being lowered), stop and stand facing the flag or the sound of the music. Soldiers will salute. Family members (to include children) may place their right hand over their heart. Stand quietly until the music has stopped. If you are in a car, stop, get out and follow the same procedure. If you have small children in the car, you may remain in the car, however, please stop the vehicle until the music stops playing. On an Air Force or Navy base, you are only required to stop the car and remain seated inside.

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## Other Military Functions and Courtesies

- At all social functions, invited guests should try to speak to the guest (s) of honor and always bid good-bye to the hostess and/or host.
- Always be punctual for social functions, however, do not arrive early. You may arrive early to meetings so that you can socialize before the meeting and the meeting can start on time.
- At a ball or dining out, the ladies stand for the posting and retiring of the colors. They also stand and drink for all the toasts except the toast “to the ladies”. If you do not drink alcoholic beverages, you may lift your glass for the toast as a token or toast with your non-alcoholic beverage. Ladies may stand for a standing ovation for a speaker.
- When entering or leaving an installation with a guarded gate at night, dim your headlights 50 feet before the gate so that you will not blind the guard.
- Although the military has a defined rank structure, spouses have no rank. It is still proper to address senior officers and their spouses by their last name, until they ask you to do otherwise.
- A chaplain may be addressed as chaplain, or if Catholic, by Father. A doctor is addressed by military rank, although in a clinic setting you may find “doctor” more comfortable.
- You are welcome to attend a change of command ceremony without a specific invitation. Attendance at the reception following should be by invitation.
- The topic of children at events is a touchy subject. When children are invited, it will be specified on the invitation. If an event is intended for adults only, please be respectful of the host and other guests and leave your children at home with adequate supervision or at a childcare facility. Children are welcome at parades and reviews as long as they are quiet and well-behaved.
- When the colors (Honor Guard containing the US flag) “passes in review” during a parade, it is expected that all in attendance will stand and remain standing until the honor guard passes by your location. It is also customary for civilians to place their right hand over their heart in a show of respect and allegiance. Soldiers (both active and retired) may salute whether in uniform or civilian attire.
- Soldiers are not permitted to do a few things while wearing their uniform in order to lend dignity and honor to the uniform and respect for all that it conveys. Some of the unauthorized actions while in uniform are: chewing gum, showing public displays of affections such as holding hands or kissing, wearing earphones, talking on a cell phone or eating while walking or wearing a backpack or front pouch for a baby to name a few.



## **Personal Affairs**

### **Powers of Attorney and Wills**

Many military spouses may face both personal and financial problems during periods of separation due to deployments or Temporary Duty (TDY). To handle these problems, you need to be prepared. Many military couples use the power of attorney as their legal instrument during geographic separations. There are two types of power of attorneys. The general power of attorney enables the spouse to conduct all the Soldier's personal affairs, while the special power of attorney is used for only one specific purpose, i.e., to sell a car. Powers of attorney should be issued for only a limited period of time so that the document can be reviewed and revised at certain intervals. The JAG office can assist in drafting, notarizing and witnessing a power of attorney. JAG will also assist in drawing up wills. Every Soldier and spouse should have a will.

### **Personal Papers**

It is important that the following papers and documents be kept in a safe place and hand carried, NOT packed when moving:

1. Current ID cards and/or passports for all Family members
2. Birth certificates
3. Marriage certificates
4. Checking and savings account numbers
5. Insurance policies (car, life, personal property)
6. Wills
7. Power of Attorney
8. Title and car registration
9. Complete household inventory
10. Letters of adoption
11. Alien registration card (green card)
12. Divorce papers
13. Naturalization papers
14. Immunization records
15. Medical records

## When it is Time to Move

Living in a variety of places is exciting as well as challenging. Moving can be fun if you are well prepared for the move and know what to expect. Every Soldier is given a weight allowance according to his pay grade. This weight allowance is the maximum weight authorized to be moved at government expense under the Joint Travel Regulations (JTR). Your total JTR allowance includes the weight of personal property, household goods you ship, things you place in storage and goods you send ahead to your new duty station. The Soldier pays all charges connected with any excess weight and this can be very costly. Therefore, it is important to stay within the weight allowance. A split shipment means you can ship some household items early so they will be at your new duty station when you arrive. Your second shipment may arrive after you do.

Some transportation offices may provide transportation briefings. You may want to attend one prior to each move. At the briefing, you may be given information about pickup and drop-off scheduling, what items are excluded from shipping, the insurance coverage limits the US government will reimburse for damage or loss along with lots of other information. Additional coverage can be purchased from outside agencies. This coverage must be purchased prior to the shipment.

The wave of the future is for the Soldier to make arrangements for the transportation of household goods him/herself on [www.move.mil](http://www.move.mil). Use of this site should be self explanatory. Transportation office personnel will assist Soldiers experiencing difficulty only after the Soldier has made a concerted effort to complete the arrangements him/herself online.

Some helpful moving hints:

1. Log into [www.move.mil](http://www.move.mil) immediately upon receiving orders in order to initiate the movement of your household goods.
2. Hand carry personal papers, expensive jewelry, coin or stamp collections or other valuables. On packing day, make sure everything that is going with you in the car is either already in the car or put in a room that does not need to be packed BEFORE the packers arrive.
3. When something is dismantled by the movers such as a crib, put all small parts in a small plastic bag and label it. Make sure the movers put all small plastic bags together and mark the box or have the movers tape the plastic bag to the piece of furniture. This will help the delivery company find your parts and put your items back together.

4. Ensure that the packers use the appropriate packing material to prevent breakage.
5. Prevent packers from taking items from one room to be packed in another with the other room's contents.
6. Since light items may be left in dresser drawers from overseas moves, you may want to put clothing that you are not taking with you, in the drawers before the moving company arrives.
7. Put all cleaners and liquids in a place where they will not be packed. Be sure to discard trash or it may be moved with you to your new home.
8. Save the original boxes and packaging from your high dollar items such as TVs, stereo equipment, computers and other fragile items. You can have the packers put the items back in these boxes and then seal the boxes.
9. Wash curtains and linens before you ship them since you will not have time to wash them all at your new duty station before you use them. Simply pull them out of the box at your new location, press and hang.
10. To prepare your refrigerator and/or freezer before shipment and/or storage, clean it thoroughly. Place coffee grounds or charcoal in an old sock. Put the sock along with crumpled newspapers inside the freezer and/or refrigerator to help absorb moisture and deter the growth of mold and mildew.
11. When unpacking your household goods, make sure to shake out every piece of packing paper. Small items can be inadvertently thrown out with the paper.
12. Compile a complete inventory of household goods and keep it up to date. It is recommended that you take a photograph of all high value items.
13. Remember that ACS has a Lending Closet where you can borrow a multitude of household items to hold you over until your own personal household items arrive. Most Lending Closets will have inflatable mattresses, folding tables and chairs, dishes, pots and pans, small appliances, and highchairs. Use of these items is free.

## Housing

A primary Department of Defense (DoD) goal is to assist military members and their Families in finding safe, affordable housing in the military community. Military housing initiatives have taken many forms over the years ranging from government-funded, owned, and operated housing to public-private partnerships. Today, DoD is taking a comprehensive approach to a total housing solution that includes the Military Privatization Housing Initiative (MPHI) and the Automated Housing Referral Network (AHRN). Major initiatives are underway to improve housing and the quality of life for service members and Families.

On December 1, 2010, Army Housing introduced the new Army Housing Online User Services website. This is the official website for finding information on Family, Single Soldier and Off-post housing options. This interactive site features installation welcome videos, estimated off-post housing costs and allows you to check your position on the on-post housing wait list. If you should ever need further assistance with your housing needs, the Housing Services Office at your current and gaining installation will be able to accommodate your needs. <https://www.housing.army.mil/ah/>

A Soldier assigned to permanent duty within the United States, who is not furnished government housing, is eligible for Basic Allowance for Housing (BAH) based on the Soldier's dependency status at the permanent duty station zip code. Those stationed overseas are eligible for an Overseas Housing Allowance (OHA) based on the dependency status. BAH is intended to cover the costs of the current market rent, average utilities, and renters insurance. BAH is based on rental data that reflects the current rental market conditions not the historical circumstances surrounding various mortgage loans. A homeowner's monthly mortgage payment is not used in the computation because the monthly cash outlay of a homeowner is not a good indicator of the economic costs of home ownership. What this boils down to is that your BAH should be the guide to how much you should spend on a place to live in any given location. If you rent or purchase a home that exceeds your monthly BAH, then you will have to assume the additional costs on your own. BAH will not vary based upon your choices or preferences. BAH is a set amount across the board. You can look up the BAH rates and learn more about BAH at: <https://www.defensetravel.dod.mil/site/bahCalc.cfm>

The frequent moves of Families from one installation to another, from low-cost rural areas with limited off-post housing availability to high-cost urban areas and back again, is a major source of stress for Army Families. Our Housing Services Offices are tasked with the mission to locate, secure and deliver community housing to approximately 70 percent of Soldiers with Families that will reside in local community housing. To ease the stress of moving, a Joint Services housing referral solution sponsored by the Department of Defense, directly connects service members and their Families to

available housing in the community they are relocating to through an internet solution: Automated Housing Referral Network (AHRN). AHRN ([www.ahrn.com](http://www.ahrn.com)) is a web-based service that allows relocating military Families to find available housing in their new location *before* they move. It is an internet based solution in a Soldier's permanent change-of-station (PCS) process. AHRN facilitates home finding at any time of day from anywhere in the world, removing inefficiencies, cost and stress from the PCS process. For the military member, functional features such as detailed descriptions of properties and local areas, current BAH calculations, rental partnership properties and military only For Sale By Owner (FSBO) listings, provide immediate results to our savvy customer in today's online world. AHRN is unique in that it targets only military personnel and their Families and limits its access to military only. Unlike other rental web sites, AHRN does not charge fees for rental listings, which helps ensure a robust selection of listings. In a nutshell, this a FREE service dedicated to you! AHRN is deployed at 68 Army locations, as well as at Air Force, Navy, and Marine Corps bases. The Army alone has over 200,000 of the half million registered military members.

Notes:

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## Employment

The Department of Defense (DoD) has created programs to help address the challenges faced by military spouses. The three main resources are the Employment Readiness Program at ACS, the Military Spouse Career Center, and Military OneSource. These resources are designed to offer military spouses assistance in reaching their employment and career goals. These programs also provide tools to help address the unique challenges military spouses face when beginning a job search. Because military spouses are invaluable to the health and welfare of military Families and to the retention of those serving, DoD provides many employment and career services to military members and they continuously strive to adapt and improve on these programs as the needs of military spouses change.

The Employment Readiness Program is a resource offered by each of the military branches. These programs provide training and information to military spouses in order to help them to reach their employment and career development goals. Although the programs do not guarantee employment, they provide spouses with the tools and skills necessary to identify and actively pursue employment that matches well with their needs and skills. Some of the services provided include:

- \* personalized job skill assessment and career counseling
- \* resume and cover letter preparation
- \* internet and printer access
- \* information on local employment opportunities
- \* career seminars
- \* assistance with identifying career goals and job searches
- \* information on the impact of relocation on employment and coping strategies
- \* support and encouragement

## Words of Wisdom from One Spouse to Another

Getting married and switching gears from being an individual to part of a couple can be difficult all by itself. Add the circumstances of marrying a Soldier to the mix and the issues, concerns and stressors ramp up the complexity tenfold. No one will ever tell you that being married to a Soldier is easy but, it is certainly doable and definitely worthwhile. You are about to embark on the adventure of a lifetime. Hold on tight and enjoy the ride.

- Be supportive of your Soldier's job: understand that it is difficult for him/her just as it is difficult for you.
- Be strong for your spouse and children. Understand that it is just as hard for your spouse to be away from the Family as it is for you to take on everything by yourself.
- Take time for yourself. Find a sitter to get some time away from the kids, go to the gym, plan a night with your friends, or anything you enjoy that you do not normally have time to do. Find a healthy outlet so you do not get overwhelmed. If you get overwhelmed, allow yourself to cry and then pick up and move on.
- Be patient when your spouse is away. Understand and remind yourself that this is part of being a military spouse, and you are strong enough to get through it.
- ALWAYS communicate with your spouse. Understand what each of you are going through and support each other. This will not only keep your relationship strong while being away from each other but also help you each through it.
- Always be a part of the FRG. Some FRGs are amazing and go out of their way to be helpful, supportive and fun. Other FRGs just haven't gotten it right...yet. If you find that your FRG isn't quite what you would like it to be, then get in there and change it. Volunteer for various jobs and be the change you want to see.
- Be sure to start your "military education" off properly by taking all of the Army Family Team Building (AFTB) classes. The classes start off with basic Army 101 kind of information and build up to honing your leadership skills. This is where you get your "MS degree...military spouse degree".
- Make a friend, explore and enjoy your new "home". When your Soldier has some free time, you'll know just where to take him/her.
- Make sure you educate yourself about the resources that are available to you and your Family!
- Make all your plans in pencil and don't buy a house until you've arrived at your new duty station.
- Keep a running list of every address you have ever used AND the dates of when you used that address. This will come in VER HANDY when it comes time for you or your Soldier to apply for or renew your security clearances.

## Useful Websites

[www.myarmyonesource.com](http://www.myarmyonesource.com)

This website will give you the inside scoop on all things Army. This should be one of your “favorites” on your browser.

[www.militaryonesource.com](http://www.militaryonesource.com)

This website gives you the lowdown on all branches of service...Army, Air Force, Navy and Marines.

[www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil)

This website will give you the latest and greatest information on duty locations for all military services. Be sure to check out your new post online here.

<http://apps.mhf.dod.mil/pls/psgprod/f?p=MHF:RELO:0>

Plan My Move is a very helpful tool to use when planning your next PCS move. The site has a very useful calendar tool that can help you organize your move down to the smallest detail.

<http://www.move.mil/home.htm>

Move.mil is an internet-based system that allows you to manage DoD household goods moves. Move.mil allows you to self-counsel and submit your application online, instead of traveling to a Transportation Office (TO). You are also offered the option to file a claim online, and to settle directly with your moving company, called a Transportation Service Provider or TSP. You will be afforded Full Replacement Value (FRV) of lost and damaged goods, as opposed to depreciated value offered in the past. Using Move.mil also offers you the opportunity to make sure only quality, reputable companies handle and ship your personal belongings, and those of your fellow service members and DoD civilians, by completing the Customer Satisfaction Survey (CSS).

<http://www.myarmyonesource.com/FamilyProgramsandServices/FamilyPrograms/ArmyFamilyTeamBuilding/default.aspx>

Army Family Team Building empowers individuals, maximizing their personal growth and professional development through specialized training, transforming our community into a resilient and strong foundation meeting today's military mission.

<http://csf.army.mil/>

Comprehensive Soldier Fitness website is a structured, long term assessment and development program to build the resilience and enhance the performance of every Soldier, Family member and DA civilian.

<https://www.myarmyonesource.com/familyprogramsandservices/familyprograms/armyfamilyteambuilding/default.aspx>

Army Family Teambuilding Classes available online.



## What does it mean?

A new military spouse will quickly discover that the military has its own language, which consists of acronyms. Once you understand that these acronyms stand for a phrase or words, you will easily learn to speak military jargon. You may at least attempt to guess what they represent. Following is a list of common terms and acronyms.

<b>A</b>		<b>BC</b>	
<b>AAFES</b>	Army/Air Force Exchange Service		Battery/Brigade/Battalion Commander
<b>ACAP</b>	Army Career and Alumni Program	<b>BCT</b>	Basic combat training
<b>ACES</b>	Army Continuing Education System	<b>BDE</b>	Brigade
<b>ACS</b>	Army Community Service	<b>BDU</b>	Battle dress uniform
<b>AD</b>	Active duty	<b>BN</b>	Battalion
<b>ADJ</b>	Adjutant	<b>BNCOC</b>	Basic NCO Course
<b>AER</b>	Army Emergency Relief	<b>BSB</b>	Base Support Battalion (OCONUS)
<b>AFAP</b>	Army Family Action Plan	<b>C</b>	
<b>AFN</b>	American Forces Network	<b>CAR</b>	Chief of Army Reserve
<b>AFRTS</b>	American Forces Radio/TV Network	<b>CASCOM</b>	Combined Arms Support Command
<b>AFTB</b>	Army Family Team Building	<b>CDR</b>	Commander
<b>AG</b>	Adjutant General	<b>CDS</b>	Child Development Services
<b>AGR</b>	Active Guard Reserve	<b>CG</b>	Commanding General
<b>AIT</b>	Advanced Individual Training	<b>CGSC</b>	Command and General Staff College
<b>AMC</b>	Army Materiel Command	<b>CID</b>	Criminal Investigation Division
<b>AMMO</b>	Ammunition	<b>CINC</b>	Commander in Chief
<b>ANCOC</b>	Advanced NCO Course	<b>CNGB</b>	Chief, National Guard Bureau
<b>ANG</b>	Air National Guard Area of operations	<b>CO</b>	Commanding officer/company
<b>AO</b>	Armored	<b>COB</b>	Close of business
<b>APC</b>	personnel carrier	<b>COLA</b>	Cost of living allowance
<b>APF</b>	Appropriated funds	<b>CONUS</b>	Continental United States
<b>APFT</b>	Army Physical Fitness Test	<b>CP</b>	Command post
<b>APO</b>	Army post office	<b>CPO</b>	Civilian Personnel Office
<b>AR</b>	Army Reserve/Army Regulation/Armor	<b>CPX</b>	Command Post Exercise
<b>ARC</b>	American Red Cross	<b>CQ</b>	Charge of quarters
<b>ARCOM</b>	Army Reserve Command/Army Commendation Medal	<b>CSC</b>	Community Spouses' Club
<b>ARNG</b>	Army National Guard	<b>CS/C of S</b>	Chief of Staff
<b>ARPERCEN</b>	Army Reserve Personnel Center	<b>CSA</b>	Chief of Staff, Army Chief of Staff - Army NG Community
<b>ASAP</b>	As soon as possible	<b>CSAR</b>	Volunteer Center Calendar
<b>ASG</b>	Area Support Group (OCONUS)	<b>CVC</b>	year
<b>AT</b>	Annual training	<b>CY</b>	Child and Youth Services
<b>AVC</b>	Army Volunteer Corps	<b>D</b>	
<b>AVCC</b>	Army Volunteer Corps Coordinator	<b>DA</b>	Department of Army
<b>AVN</b>	Aviation	<b>DAG</b>	Deputy Adjutant General
<b>AWOL</b>	Absent without leave	<b>DDRP</b>	Drug Demand Reduction Program
<b>B</b>		<b>DECA</b>	Defense Commissary Agency
<b>BAH</b>	Basic allowance for Housing	<b>DEERS</b>	Defense Enrollment Eligibility Reporting System
<b>BAS</b>	Basic allowance for subsistence	<b>DEH</b>	Director of Engineering & Housing

<b>DEROS</b>	Date of estimated return from overseas	<b>DPW</b>	Director of Public Works
<b>DFAS</b>	Defense Finance and Accounting System	<b>DENTAC</b>	United States Army Dental Activity
<b>DI</b>	Drill instructor	<b>F</b>	
<b>DO</b>	Duty officer	<b>FRC</b>	Family Readiness Coordinator (Reserve)
<b>DOB</b>	Date of Birth	<b>FRG</b>	Family Readiness Group
<b>DOD</b>	Department of Defense	<b>FRO</b>	Family Readiness Officer
<b>DOIM</b>	Director of Information Management	<b>FRL</b>	Family Readiness Liaison
<b>DOR</b>	Date of Rank	<b>FSA</b>	Family Separation Allowance
<b>DPCA</b>	Director of Personnel and Community Activities	<b>FSSA</b>	Family Supplemental Subsistence Assistance
<b>DCA</b>	Director of Community	<b>FTX</b>	Field Training Exercise
<b>DPP</b>	Deferred Payment Plan	<b>FY</b>	Fiscal Year
<b>DSN</b>	Defense Switched Network (current term for Autovon)	<b>FYI</b>	For Your Information
<b>DZ</b>	Drop Zone	<b>G</b>	General Equivalency Diploma
<b>E</b>		<b>GED</b>	General Officer
<b>EAP</b>	Employment Assistance Program	<b>GO</b>	General Schedule (Government civilian employee pay grades)
<b>EDRE</b>	Emergency Deployment Readiness Exercise	<b>GS</b>	General Services Administration
<b>EE</b>	Emergency Essential	<b>H</b>	
<b>EER/OER</b>	Enlisted/Officer Evaluation Report	<b>HHC/HHD</b>	Headquarters & Headquarters Company/Detachment
<b>EFMP</b>	Exceptional Family Member Program	<b>HOR</b>	Home of Record
<b>EM</b>	Enlisted Member	<b>HQ</b>	Headquarters
<b>EMC-C</b>	Equipment Maintenance Center – CONUS	<b>HQDA</b>	Headquarters, Department of the Army
<b>EN ER</b>	Enlisted	<b>HRC</b>	Human Resources Command
<b>ESGR</b>	Employment Readiness	<b>HRO</b>	Human Resource Office
<b>ETS</b>	Employer support of the Guard and Reserve	<b>HS</b>	Home Station
<b>ESC/ECSC</b>	Expiration of Term of Service Enlisted Spouses Club/Enlisted and Civilian Spouses Club	<b>I</b>	
<b>FAC</b>	F Family Assistance Center Family Advocacy Program Family Care Plan	<b>IADT</b>	Initial Active Duty Training
<b>FAP</b>		<b>IDT</b>	Inactive Duty Training
<b>FCP</b>	Care Plan	<b>IE</b>	Initial Entry
<b>FDU</b>	Full Dress Uniform	<b>IET</b>	Initial Entry Training
<b>FLO</b>	Family Liaison Office	<b>IG</b>	Inspector General
<b>FM</b>	Family Member/Field Manual	<b>IMA</b>	Installation Management Agency / Individual Mobilization Augmentee
<b>FOUO</b>	For Official Use Only	<b>ING</b>	Inactive National Guard
<b>FP</b>	Family Program	<b>IO</b>	Information Officer
<b>FPC</b>	Family Program (Guard)	<b>IRF</b>	Immediate Reaction Force
<b>FPCON</b>	Force Protection Condition	<b>IRR</b>	Individual Ready Reserve
		<b>ITO</b>	Information Travel Office/Invitational Travel Order
		<b>ITT</b>	Information, Tours, and Travel
		<b>J</b>	
		<b>JAG</b>	Judge Advocate General
		<b>JR EN</b>	Junior grade enlisted personnel
		<b>JR NCO</b>	Junior grade Noncommissioned Officer
		<b>JUMPS</b>	Joint Uniform Military Pay System

<b>K</b>		<b>O</b>	
<b>KIA</b>	Killed in Action	<b>OBC/OAC</b>	Officer Basic/Advanced Course
<b>KP</b>	Kitchen Patrol	<b>OCAR</b>	Office of the Chief, Army Reserve
<b>L</b>		<b>OCONUS</b>	Outside Continental United States
<b>LES</b>	Leave and Earnings Statement	<b>OCS</b>	Officer Candidate School
<b>LN</b>	Local National	<b>OD</b>	Officer of the Day
<b>LOD</b>	Line Of Duty	<b>OHA</b>	Overseas Housing Allowance
<b>LOG</b>	Logistics	<b>OIC</b>	Officer-In-Charge
<b>LP</b>	Listening Post	<b>OJT</b>	On the Job Training Operational
<b>LZ</b>	Landing Zone	<b>OPSEC</b>	Security Operational Readiness
<b>M</b>		<b>ORE</b>	Exercise
<b>MACOM</b>	Major Army Command	<b>OSC/OCSC</b>	Officers' Spouses' Club/Officers' and Civilian Spouses' Club
<b>MAINT</b>	Maintenance	<b>P</b>	
<b>MCCW</b>	Military Council of Catholic Women	<b>PAC</b>	Personnel Administration Center
<b>MEDDAC</b>	Medical Department Activity	<b>PAM</b>	Pamphlet
<b>MEDEVAC</b>	Medical Evacuation	<b>PAO</b>	Public Affairs Officer
<b>METL</b>	Mission Essential Task List	<b>PCS</b>	Permanent Change of Station
<b>MFO</b>	Multinational Forces and Observer	<b>PDA</b>	Public Display of Affection
<b>MI</b>	Military Intelligence	<b>PERSCOM</b>	Total Army Personnel Command
<b>MIA</b>	Missing In Action	<b>PLT</b>	Platoon/primary level training
<b>MILPO</b>	Military Personnel Office	<b>PM</b>	Provost Marshal (police chief)
<b>MOBEX</b>	Mobilization Exercise	<b>PMO</b>	Provost Marshal Office
<b>MOS</b>	Military Occupational Specialty	<b>PMOS</b>	Primary Military Occupational Specialty
<b>MP</b>	Military Police	<b>POA</b>	Power of Attorney
<b>MRE</b>	Meals Ready to Eat	<b>POC</b>	Point of Contact
<b>MSC</b>	Major Subordinate Command	<b>POE</b>	Port of Embarkation
<b>MSO</b>	Morale Support Officer	<b>POI</b>	Program of Instruction
<b>MUTA</b>	Multiple Unit Training Assembly	<b>POV</b>	Privately Owned Vehicle
<b>MWR</b>	Morale, Welfare, and Recreation	<b>POTO</b>	Plans, Operations and Training Office
<b>N</b>		<b>PT</b>	Physical Training
<b>NA</b>	Not Applicable	<b>PWOC</b>	Protestant Women of Chapel
<b>NAF</b>	Non-Appropriated Funds (generated locally)	<b>PX</b>	Post Exchange
<b>NATO</b>	North Atlantic Treaty Organization	<b>PZ</b>	Primary Zone/Pickup Zone
<b>NCO</b>	Noncommissioned Officer	<b>Q</b>	
<b>NCOER</b>	Noncommissioned Officer Evaluation Report	<b>QOL</b>	Quality of Life
<b>NCOIC</b>	Noncommissioned Officer in Charge	<b>QM</b>	Quartermaster
<b>NCOSC</b>	Spouses' Club	<b>QTRS</b>	Quarters (living area)
		<b>R</b>	
<b>NEO</b>	Noncombatant Evacuation Operation	<b>RA</b>	Regular Army
<b>NG</b>	National Guard	<b>RAC</b>	Religious Activity Center
		<b>RC</b>	Reserve Component
<b>NLT</b>	Not Later Than	<b>RCI</b>	Residential Community Initiative
		<b>RD</b>	Rear Detachment
		<b>RDC</b>	Rear Detachment Commander
		<b>RDF</b>	Rapid Deployment Force

<b>R&amp;D</b>	Research and Development		<b>T</b>	The
<b>R&amp;R</b>	Rest and Relaxation			
<b>RFO</b>	Request For Orders	<b>TAG</b>		Adjutant General Training
<b>RIF</b>	Reduction In Force	<b>TASC</b>		and Support Center
<b>RO</b>	Round Out	<b>TDY</b>		Temporary Duty
<b>ROTC</b>	Reserve Officer Training Corps	<b>TIG</b>		Time In Grade / The Inspector General
<b>RRM</b>	Recruiting and Retention Manager	<b>TLA</b>		Temporary Living Allowance
<b>RRC</b>	Regional Readiness Command	<b>TMP</b>		Transportation Motor Pool
<b>RSG</b>	Regional Support Groups	<b>TPU</b>		Troop Program Unit
<b>RST</b>	Re-Scheduled Training	<b>TRADOC</b>		Training and Doctrine Command
<b>R.S.V.P.</b>	Reply whether or not you can attend (repondez s'il vous plait)	<b>TTAD</b>		Temporary Tour Active Duty
<b>RTS</b>	Regional Training Site		<b>U</b>	
<b>REG</b>	Regiment	<b>UCMJ</b>		Uniform Code of Military Justice
<b>REGT</b>	Regulation	<b>USAR</b>		United States Army Reserve
		<b>USARC</b>		United States Army Reserve Command
	<b>S</b>	<b>USARF</b>		United States Army Reserve Forces (Schools)
<b>SBP SD</b>	Survivor Benefit Plan	<b>USO</b>		United Services Organization
<b>SDNCO</b>	Staff Duty	<b>USPFO</b>		United States Property & Fiscal Office
	Staff Duty Noncommissioned Officer	<b>UTA</b>		Unit Training Assembly
<b>SDO</b>	Staff Duty Officer		<b>V</b>	
<b>SES</b>	Senior Executive Service (senior civilian employee grades)	<b>VA</b>		Department of Veterans Affairs (formerly Veterans Administration)
<b>SFPC</b>	State Family Program Director (NG)	<b>VHA</b>		Variable Housing Allowance
<b>SGLI</b>	Servicemen's Group Life Insurance	<b>VOLAR</b>		Volunteer Army
<b>SIDPERS</b>	Standard Installation/Division Personnel Reporting System		<b>W</b>	
<b>SJA</b>	Staff Judge Advocate School	<b>WB</b>		Well-being
<b>SLO</b>	Liaison Officer Supplemental Medical Insurance	<b>WG</b>		Wage Grade
<b>SMI</b>	Special Operations Command	<b>WO</b>		Warrant Officer
<b>SOCOM</b>	Standing Operating Procedure(s)	<b>WOAC</b>		Warrant Officer Advanced Course
<b>SOP</b>	Squad, a unit within a platoon	<b>WOC</b>		Warrant Officer Candidate Course
<b>SQD</b>	Skills Qualification Test	<b>WOSC</b>		Warrant Officer Senior Course
<b>SQT</b>	Selective Reenlistment Bonus		<b>X</b>	
<b>SRB</b>	Selective Service System	<b>XO</b>		Executive officer
<b>SSS</b>	Social Security Number			
<b>SSN</b>	Secondary Zone			
<b>SZ</b>				

## Military Time






Telling military time may also confuse the new Army spouse. Just remember that the time up to 1200 is the same as civilian time without the colon (:). After 1200 hours, the time is in the afternoon or evening. You will subtract 1200 from the military time (i.e. 1400 minus 1200 is 2:00p.m.). Once you master this, you will be able to go back and forth between military time and civilian time.

<b>Regular Time</b>	<b>Military Time</b>	<b>Regular Time</b>	<b>Military Time</b>
Midnight	0000	Noon	1200
1:00 a.m.	0100	1:00 p.m.	1300
2:00 a.m.	0200	2:00 p.m.	1400
3:00 a.m.	0300	3:00 p.m.	1500
4:00 a.m.	0400	4:00 p.m.	1600
5:00 a.m.	0500	5:00 p.m.	1700
6:00 a.m.	0600	6:00 p.m.	1800
7:00 a.m.	0700	7:00 p.m.	1900
8:00 a.m.	0800	8:00 p.m.	2000
9:00 a.m.	0900	9:00 p.m.	2100
10:00 a.m.	1000	10:00 p.m.	2200
11:00 a.m.	1100	11:00 p.m.	2300

# Army Ranks

ENLISTED										
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisor	
										
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)
										Sergeant Major of the Army (SMA)

OFFICER										
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

W-1	W-2	W-3	W-4	W-5
				
Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)

## Army Ranks (continued)

### Enlisted Ranks

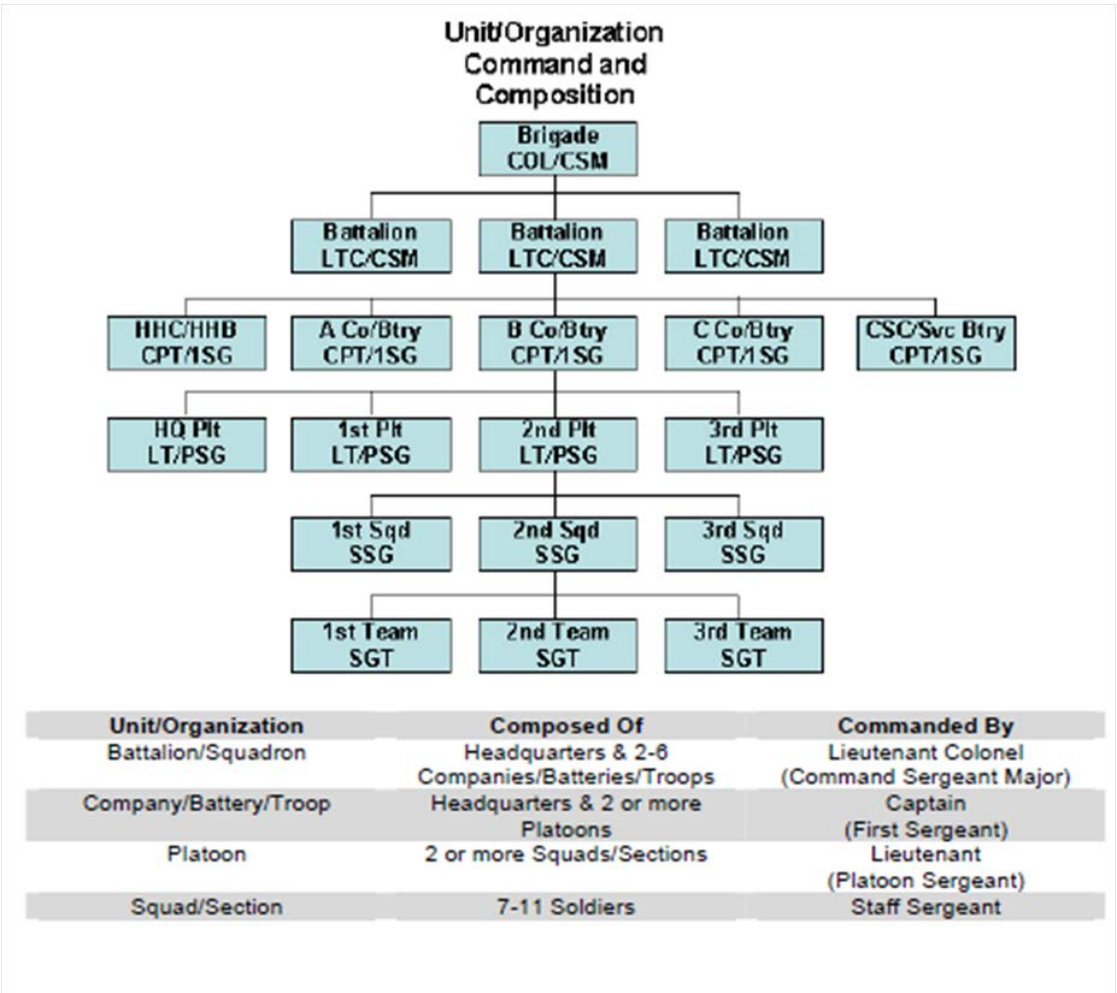
- **Junior Enlisted Personnel (E1-E4)** enter the military as Recruits, and once they complete their Basic Military Training, they generally attain rank. Some enter as Privates, but depending on education level can immediately attain the rank of PV2 or PFC, and upon completion of basic training, some may attain the rank of Specialist. Enlisted personnel form the foundation of the Army's manpower.
- **Non-Commissioned Officers (NCO)** are expert Soldiers who have undergone professional military training courses and have proven themselves to be capable and responsible. They serve as the link between the officers and the junior enlisted Soldiers and are referred to as the "backbone of the Army". There are Junior NCOs (E4-E6) and Senior NCOs (E7-E9).

### Officer Ranks

- **Warrant Officers** are referred to as Mr. or Ms. when being formally addressed verbally. Warrant Officers are generally educated technicians on their specified fields. They are considered experts in certain military technologies or capabilities.
- **Commissioned Officers** serve leadership and staff roles in a variety of different branches of the Army.
  - **Junior Officers** are also known as Company Grade Officers. The Company Grade Officers are Second Lieutenants (2LT), First Lieutenants (1LT) and Captains (CPT). They will command platoons or companies of Soldiers. They oversee the execution of orders and ensure the welfare of the Soldiers in their command. They are most important in small-unit combat and earn the respect of their Soldiers by leading by example.
  - **Field Grade Officers** are the mid-level officers within organizations from battalion up. They are the staff officers of every senior level Headquarters (HQ) from the Pentagon to the combatant commands. Majors (MAJ), Lieutenant Colonels (LTC) and Colonels (COL) make up the Field Grade Officer ranks. They may serve as staff officers and/or commanders. Many have successfully commanded at the company level and, in the ranks of Lieutenant Colonel and Colonel may command battalions and brigades respectively. Field Grade Officers orchestrate the day-to-day activities on most staffs.
  - **General Officers (GOs)** are the Soldiers with the highest ranks in the Army. They are responsible for the planning of policies which affect the entire Army. They will command Divisions, Corps, and Armies. Presently, the five levels of General Officers are Brigadier General (BG), Major General (MG), Lieutenant General (LTG), General (GEN) and General of the Army.

# Command Structure

This chart depicts a brigade (BDE), battalion (BN), and a company (CO) organization generally representative of what you may find in a military unit. There may be more or fewer battalions or companies in the unit with different staff positions.





## Military Phonetic Alphabet

<b>A</b>	Alpha	<b>N</b>	November
<b>B</b>	Bravo	<b>O</b>	Oscar
<b>C</b>	Charlie	<b>P</b>	Papa
<b>D</b>	Delta	<b>Q</b>	Quebec
<b>E</b>	Echo	<b>R</b>	Romeo
<b>F</b>	Foxtrot	<b>S</b>	Sierra
<b>G</b>	Golf	<b>T</b>	Tango
<b>H</b>	Hotel	<b>U</b>	Uniform
<b>I</b>	India	<b>V</b>	Victor
<b>J</b>	Juliet	<b>W</b>	Whiskey
<b>K</b>	Kilo	<b>X</b>	X-ray
<b>L</b>	Lima	<b>Y</b>	Yankee
<b>M</b>	Mike	<b>Z</b>	Zebra

**This booklet is meant to be a continuously evolving and improving project. As you learn and grow as military spouses, please let us know what we should be sharing with the next generation. Please provide your feedback on this project to your Troops FRG Leader so we can keep improving the quality and helpfulness of this document! Best wishes!**

